

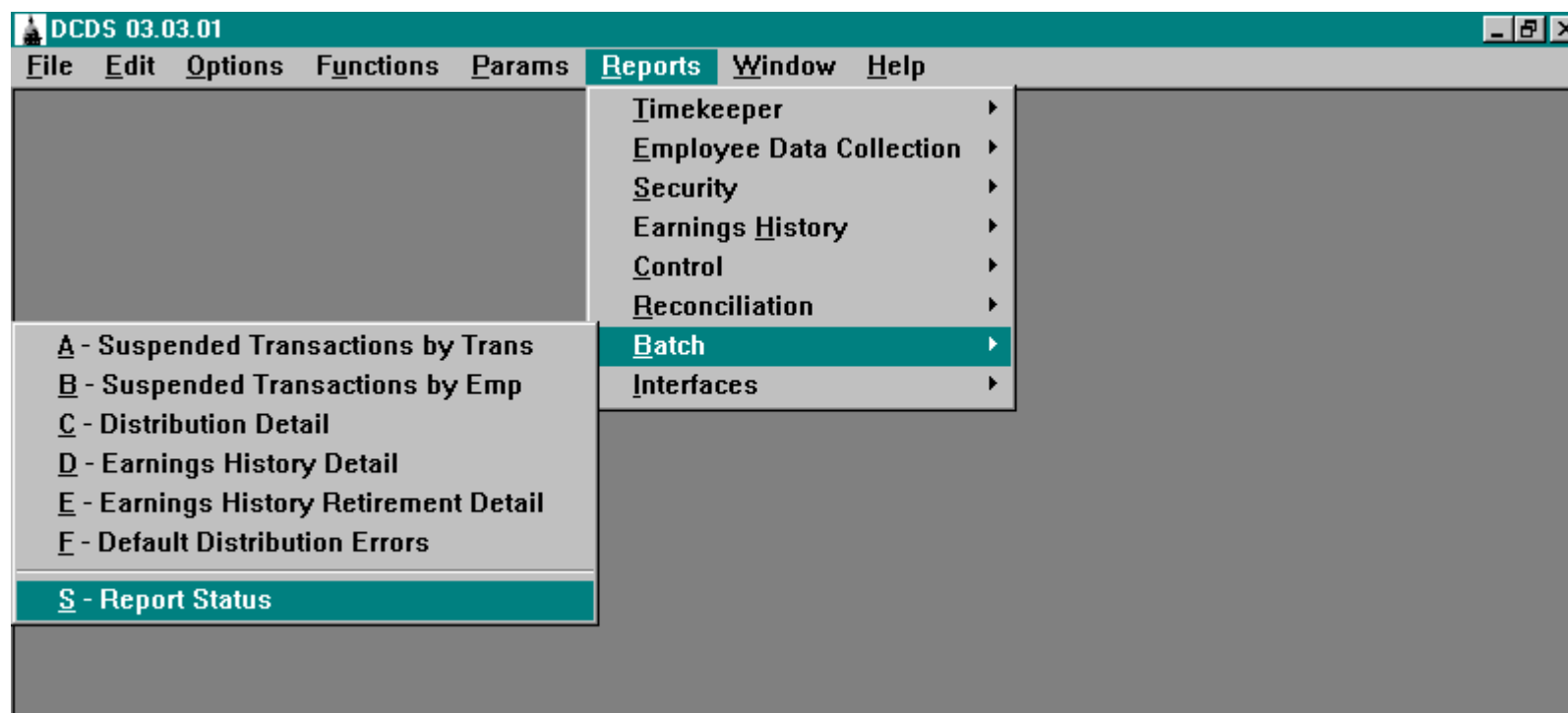
MAIN HRS

DCDS Reports

Batch Report Status

Main Menu

The Report Status window allows a user to check whether a Batch Report has been processed and sent to its destination.



State of Michigan

MAIN HRS

DCDS Reports

Selection Tab

The following window is displayed when Reports, Batch, S – Report Status is selected from the menu. The steps are described on the following page.

DCDS 03.03.01

File Edit Options Functions Params Reports Window Help

Report Status

Selection Detail Parameters

Selection Criteria

Department: 59 Agency: 01

Requestor: Status: Any Status

Report Name: Start Date: 09/20/2000

Select

Selection List

Name	Status	Start Date	Completion Date	Destination
Earnings History Detail Report	C	09/29/00		9northwest
Detail Distribution Report	C	09/29/00		9northwest
Earnings History Retirement Report	C	09/29/00		9northwest
Suspended Transaction By Employee	C	09/29/00		9northwest

<=> Delete Close

Ready

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DCDS Reports

Batch Report Status Selection Tab (Selection Criteria)

Follow the steps below to select a report.

Step	Field Name	Action
1	Department*	Select the appropriate department number from the dropdown list or enter a department number.
2	Agency*	Select the appropriate agency number from the dropdown list or enter an agency number.
3	Requestor	Enter the User ID (in upper case) of the person requesting the status.
4	Status	Select the appropriate Status (Any Status, Completed, Failed, Pending).
5	Report Name	Select the appropriate report from the dropdown list. If no report is selected, all reports that have been requested will display in the Selection List window.
6	Start Date*	Enter the begin date of the data being requested (i.e., pay period begin date). The current date is automatically displayed.
7	Select Button	Click on the Select button located at the top right-hand corner of the window (or press Alt + L). A list of the reports will appear in the Selection List window.
8	Selection List Window	Highlight the appropriate report and click on the Detail or Parameters tab to view more information on the report.

**indicates a required field that must be entered*

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DCDS Reports

Selection Tab (Selection List)

The following is displayed:

Field Name	Description
Name	The title of the report requested.
Status	The Status of the report (C-Completed, F-Failed, P-Pending).
Start Date	The date the report was requested.
Completion Date	The date the report was processed.
Destination	Where the report is printed.

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DCDS Reports

Batch Report Status – Detail Tab

The following window is displayed when the Detail tab is selected:

The screenshot shows a software window titled "DCDS 03.03.01" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a tabbed interface. The "Detail" tab is selected, showing a "Detail Data" section with the following information:

Report Name:	Earnings History Detail Report		
Requested By:	T_HRMND99	Requested At:	4/11/01 13:26:13
Report Status:	Complete		
Request Number:	1316	Report Number:	ZA09421
Requested Start Date:	9/29/00 18:00	Completion Date:	
Requestor Dept:	59	Freq Type:	N
Requestor Agcy:	01	Freq Value:	
Destination:	9northwest		

At the bottom of the window are navigation buttons: "<=", ">=", "Delete", and "Close". The status bar at the very bottom indicates "Ready".

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DCDS Reports

Detail Tab

The following is displayed:

Field Name	Description
Report Name	The title of the report requested.
Requested By	The User ID of the person who requested the report.
Requested At	The date and time the report was requested.
Report Status	The Status of the report (Completed, Failed, Pending).
Request Number	A number which identified the request.
Report Number	The number which identifies the report.
Requested Start Date	The begin date of the data to be reported (i.e., pay period begin date).
Completion Date	The date the report was processed.
Requestor Dept.	The department code of the department requesting the report.

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DCDS Reports

Detail Tab (*Continued*)

Field Name	Description
Freq Type	The frequency of when a report is to be run (daily, weekly, monthly, quarterly, yearly). When a type is not indicated, the report is run only once.
Requestor Agy.	The agency code of the agency requesting the report.
Freq Value	A numeric value which indicates the timeframe of the report (i.e. every 7 days, biweekly (2) etc.). This field will be blank for a one time report.
Destination	Where the report is printed.

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DCDS Reports

Batch Report Status - Parameters Tab

The following window is displayed when the Parameters Tab is selected:

The screenshot shows a software window titled "DCDS 03.03.01" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a "Report Status" sub-window. The "Parameters" tab is selected, displaying a form with the following fields:

Requested By:	T_HRMND99	Requested At:	4/11/01 13:26:13
Requestor Department:	59	Requestor Agency:	01
Start Date:	09/29/2000 18:00	Status:	Completed
Name:	Earnings History Detail Report		
Destination:	9northwest		

Parameter	Operator	Value	Sort Order	Sort Sequence
SSN	=	190105409	A	1
Start Date	=	19960101000000	A	1
End Date	=	20001231000000	A	1
SSN	=	190101222	A	2
Start Date	=	19960101000000	A	2
End Date	=	20001231000000	A	2

At the bottom of the window are navigation buttons: "<=", ">=", "Delete", and "Close". The status bar at the very bottom reads "Ready".

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DCDS Reports

Parameters Tab

The following is displayed:

Field Name	Description
Requested By	The User ID of the person who requested the report.
Requested At	The date and time the report was requested.
Requestor Dept.	The department code of the department requesting the report.
Requestor Agy.	The agency code of the agency requesting the report.
Start Date	The begin date of the data to be reported (i.e., pay period begin date).
Status	The Status of the report (Completed, Failed, Pending).
Name	The title of the report requested.
Destination	Where the report is to be printed.

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DCDS Reports

Parameters (*Continued*)

Field Name	Description
Parameter	The user defined detail to be included in the report (i.e. Social Security Number, Start Date, End Date etc.). The parameters vary depending on the specific batch report.
Operator Value	User defined criteria for the detail of the report. This varies per batch report.
Sort Order	Indicates the order the data is to be sorted (alphabetic, numeric etc.)
Sort Sequence	Indicates the sequence of data to be reported (i.e., Social Security Number, Name etc.)

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